

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1534 (BC-653)P

April 7, 2003

EMS Transmission
Instruction Memorandum No. BC-2003-032
Expires: 09/30/2004

To: All Washington Office and Field Office Officials
Attention: Housing Managers

From: Director, National Business Center

Subject: Bureauwide Quarters Inventory

DD: 07/31/03

Program Area: Bureau of Land Management (BLM) Government-Provided Housing (GPH).

Purpose: This Instruction Memorandum (IM) provides instructions needed for performing inventories on all BLM GPH.

Policy/Action: To perform the inventory of GPH units, housing managers should use the Government Quarters Inventory Form (DI-1875) **only** if a housing unit is new and/or has not been previously inventoried. Otherwise, please use the computer-generated Government Quarters Inventory form that was sent to you after your last inventory was completed in 2001.

If you need a copy of the computer-generated Government Quarters Inventory form for each of your housing units, please call Bonnie Pomarico at (303) 236-9428.

To identify corrective actions in housing unit descriptions, quantities listed, etc., simply make corrections on this form and fax it to Bonnie Pomarico, National Quarters Officer, at (303) 236-9470. If there are no changes to the inventory, write **no changes** on the form and fax or send a copy back to the National Quarters Officer (BC-653)

Timeframe: Inventories are due back to the National Business Center, Property Operations Branch

(BC-653), Attention: Quarters Office, no later than July 31, 2003.

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Budget Impact: No budget impact is anticipated.

Background: BLM housing managers are required to inventory all GPH in accordance with the Departmental Quarters Handbook, DM400. The BLM Housing Managers Guidebook requires inventories to be conducted every other year between May and July. The BLM conducted its first inventory in May 2001. Inventories are essential to addressing increasing inconsistencies between past inventories and the Consumer Price Index computations for BLM GPH.

Manual/Handbook Sections Affected: BLM Housing Managers guidebook.

Coordination: This IM was coordinated between the BLM Quarters Officer, BC-653, and the Property Operations Branch, BC-653.

Contact: If you have any questions or concerns, please address them to Bonnie Pomarico, BLM National Quarters Officer (BC-653), at (303) 236-9428; for further policy issues, please contact Jim Crews, BC-653, at (303) 236-4676.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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